

Details of NC Teacher Evaluation Instrument

Pre-Observation Conference

(Done before ANY observations are conducted; only 1 required per year)

- ☐ Discuss during Pre-Conference:
 - Teacher's Self-Assessment (kept by teacher throughout the year, no copy to admin)
 - PDP (copy kept by Teacher and Evaluator)
 - Written copy of Lesson Plan (first lesson to be observed)
- ☐ Finalize date/time of observation (Reminder – 1st observation must be formal – 45 minutes or longer)

Observations: ONGOING throughout YEAR

Probationary Teachers	Career Status Teachers (formal year of evaluation)
4 Total Observations 3 Administrative, 1 Peer <i>ALL FORMAL</i>	3 Total Observations (all administrative) <i>1 FORMAL</i> <i>Other 2 may be FORMAL OR INFORMAL</i>

Post-Observation Conference

(After ALL observations)

- ☐ Complete Rubric with comments, etc. in preparation for conference with teacher
- ☐ Conference and Sign Observation within 10 days. Sign Record of Teacher Activities Form.
- ☐ Review observation, self-assessment and PDP goals with teacher
- ☐ *Suggestion: Discuss standards and elements that cannot be observed in classroom (Standards 1b-e, Standard 2e and Standard 5a-c) spread out across all post observation conferences during the year

Summary Evaluation Conference

(At end of every formal evaluation cycle year)

- ☐ Conducted In Teacher's classroom
- ☐ Score the Final Rubric (All Elements must have a final rating, as well as an overall rating for each Standard)
- ☐ Discuss relevant artifacts or evidence of elements, if applicable.
- ☐ Review Summary Rating Form (including Self-Assessment, PDP goals and All Observations for year) and sign off on Summary Rating Form. Sign off on Record of Teacher Activities Form.
- ☐ OPTIONAL: Conduct Goal Setting Conference for next year (Identify level of PDP for upcoming year based on summary ratings---*Individual (all 5 overall standard ratings Proficient or Higher), Monitored (one more overall standard rating of Developing) or Directed (overall rating of Not Demonstrated or 2nd consecutive year of any rating of Developing)*)

Career Status Teachers not in their formal year of evaluation

- ☐ LEA decides how frequently Career Status teachers are evaluated (minimum of once every 5 years)
- ☐ Required of every teacher, every year: Orientation, Self-assessment, PDP
- ☐ LEA decides any addition components (do NOT recommend doing Summary unless full process has been done for the year)